

Hall of Records
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE
To be submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO.

168

PAGE
NO. 1. ✓

1. Requesting Agency

STATE ROADS COMMISSION

2. Division or Bureau of Requesting Agency

RIGHT OF WAY DIVISION

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1.	<p><u>MISCELLANEOUS FILE</u></p> <p>Quantity: 5 drawers (7½ cubic feet) Dates: 1950 - - File Arrangement: subject according to code Annual Accumulation: 1½ cubic feet Disposable Amount: 3 cubic feet</p> <p>This file consists of material concerned with general information of interest to the Division. It contains correspondence, printed reports, advertising literature, copies of laws and publications. Only the correspondence is record material, the other material being non-record within the meaning of the statute governing non-record material (Art. 41, Sec. 155, Annotated Code, 1951).</p>	<p>Approved Hall of Records Commission</p>
2.	<p><u>AUTHORIZATIONS</u></p> <p>Quantity: 3 cubic feet Dates: 1929 - - File Arrangement: chronological Annual Accumulation: 2 linear inches</p> <p>The Right of Way Division receives the triplicate and quadruplicate copies of the "Authorization for Expenditure of State Roads Funds for Right of Way", and the "Authority to Contract for Expenditure of Funds" (Form 30). (The originals signed by the Chairman are retained permanently on microfilm in the Accounting Division [Schedule No. 109]). The triplicate copies are maintained in post binders in the Division. The recommendation for this item applies only to this copy (triplicate) of the</p>	<p>Approved Hall of Records Commission</p>

7. Agency, Division or Bureau Representative

Signature

Right of Way Engineer

Title

May 3rd, 1955

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

May 6, 1955
Date

Archivist

MAY 1 1955

Date

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)4.
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5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.

Authorization forms. The quadruplicate copies of the Authorizations are filed in the general files of the Division. They are considered non-record within the meaning of the statute governing non-record material, (Art. 11, Sec. 155, Annotated Code of 1951).

RECOMMENDATION: RETAIN PERMANENTLY.

3. TRACINGS

Size: 24" x 36"

Quantity: 5 map cabinets

Dates: 1932 - -

File Arrangement: numerical

Linen tracings of all Right of Way maps are retained permanently by the Division. They are constantly used for reproduction purposes for use in bridge construction, discovering excess property, road widening projects, etc. There are at present approximately 12,000 tracings occupying 5 map cabinets.

RECOMMENDATION: RETAIN PERMANENTLY.

4. MASTER PLATS

Quantity: 25 volumes (18 cubic feet)

Dates: 1932 - -

File Arrangement: Route Number

Annual Accumulation: 1/2 cubic foot

Master Plats of the State Roads Commission holdings and contiguous properties are prepared from the "Tracing" files. The plats generally show more detailed information than do the tracings by including property lines and names of owners and the file number.

RECOMMENDATION: RETAIN PERMANENTLY.

5. CONSTRUCTION PLANS

Quantity: 6 map cabinets (54 cubic feet)

Dates: 1949

File Arrangement: County and Contract Number

Annual Accumulation: 10 cubic feet

Disposable Amount: 14 cubic feet

The Right of Way Division receives copies of the construction plans from the Engineering Divisions. After completion of the project the Division has a continuing need for them for an additional three or four years, but none thereafter. Record copies of the plans are retained by the Engineering Division, under whose direction the project was constructed.

Approved Hall of
Records CommissionApproved Hall of
Records CommissionApproved Hall of
Records CommissionAPPROVED BY
BOARD OF PUBLIC WORKS
Date MAY 17 1955

Secretary

KEY FOR RECORDS RETENTION SCHEDULE (Continuation Sheet)

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5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

RECOMMENDATION: RETAIN FOR FOUR YEARS AFTER COMPLETION OF THE PROJECT AND THEN DESTROY.

6. SUB-DIVISION PLATS

Quantity: 28 post-binders (1 cu. ft.)
Dates: 1898 - -
File Arrangement: Route Number
Annual Accumulation: 3 to 4 linear inches

The plats in this file are for sub-divisions in Prince George's and Montgomery counties only. They are received from the Washington Suburban Sanitary Commission and the Maryland National Capital Park Planning Commission, and are used for establishing street lines, lot lines, etc.

RECOMMENDATION: RETAIN PERMANENTLY.

7. PROPERTY MOSAICS

Quantity: 144 cubic feet
Dates: 1947 - -
File Arrangement: County
Annual Accumulation: 60 cubic feet

These "Mosaics" are large maps on a small scale showing the location of right of way through several affected properties. For filing purposes the "Mosaics" are rolled, and tagged.

RECOMMENDATION: RETAIN FOR TEN YEARS AFTER COMPLETION OF THE PROJECT AND THEN DESTROY.

8. RECORD OF CONVEYANCES

Quantity: 8 post-binders (2 cubic feet)
Dates: 1908 - 1935
File Arrangement: by County and alphabetically therein
Annual Accumulation: 1 to 2 linear inches

During 1934 and 1935, the Commission prepared a list of all conveyances of property made to the State Roads Commission, whether in name of the Commission, one of the Commissioners or the State since 1908. No additions have been made to the file since 1935.

RECOMMENDATION: RETAIN PERMANENTLY.

*Approved Hall of
Records Commission*

*Approved Hall
of Records Commission*

*Approved Hall of
Records Commission*

APPROVED BY
BOARD OF PUBLIC WORKS
Date MAY 17, 1955.

[Signature]
Secretary

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6. Recommendation
of Hall of Records
and Board of Public
Works.9. ROUTE FOLDERSQuantity: 1 drawer ($1\frac{1}{2}$ cubic feet)

Dates: 1908 - -

File Arrangement: Route Number

These folders contain any pertinent information regarding the route which would not normally be filed in other regular files concerned with the route in this Division or any other division of the Commission. Such things as legislation, historical information, any data regarding the route prior to the establishment of the State Roads Commission, and any other unusual information which might have some bearing on the route or its right of way. The file is used for the preparation of right of way plats and charts and for varying other purposes. It is estimated that 5 drawers will be required for housing this file by the end of the 12 Year Roads Program.

RECOMMENDATION: RETAIN PERMANENTLY.

Approved Hall of
Records Commission10. CONDEMNATION REPORTSize: $8\frac{1}{2}$ " x 11"Quantity: 3 loose leaf binders ($\frac{1}{2}$ cubic foot)

Dates: 1949 - -

File Arrangement: Contract Number

Annual Accumulation: 1 linear inch

This form is a record of the important steps and dates thereof taken during the condemnation proceedings necessary to acquire land for right of way purposes. The file is used during the preparation of the annual report and for cost analysis of condemnation cases as against regular purchases. It is also used as a finding guide to various condemnation case files.

RECOMMENDATION: RETAIN PERMANENTLY.

Approved Hall of
Records Commission11. WEEKLY PROGRESS REPORTSize: $8\frac{1}{2}$ " x 14"Quantity: 6 cubic feet (includes $\frac{1}{4}$ cubic feet in storage)

Dates: 1941 - -

File Arrangement: Geographically and by contract number therein.

Annual Accumulation: 1 cubic foot

Disposable Amount: $\frac{1}{4}$ cubic feet

This form is prepared weekly in triplicate by the Squad leader of the Right of Way Field Team. A report is prepared for each project for which rights of way are being acquired. The report shows by property file number what progress has been made during the week and also the status of acquisition for the project as a whole.

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Date MAY 17 1955

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
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5. Description of Records

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6. Recommendation
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Works.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

12. BI-WEEKLY TIME REPORT

DAILY TIME REPORTDAILY TIME SHEETINDIVIDUAL'S DAILY TIME SHEET (ANNUAL)

These forms are used for the cost-distribution of wages and salaries to the various budget accounts.

Bi-Weekly Time Report (5" x 8", Form 558). This form is prepared by the Department and the carbon copy (a card form) is forwarded to the Accounting Department, Payroll Section, for processing. The form shows the account to be charged, the hours, and description of the charge. This information is obtained from the other three forms included in this item. The copy retained by the Right of Way Division is filed alphabetically and occupies one cubic foot for the period July 1953 to date. The recommendation for this item applies only to this copy of the Bi-Weekly Time Report.

Daily Time Report (8 1/2" x 14" un-numbered) - This form is used by Right of Way field personnel. It accounts for all official time claimed by the employee; points visited or place where work was performed, time spent, file number of property, type of work performed, remarks, contract numbers to be charged, etc. This information is necessary for the preparation of the Bi-Weekly Time Report. The report is non-record within the meaning of the law governing non-record material (Art. 41, Sec. 155, Annotated Code of 1951). It occupies 6 cubic feet for the years 1952 to date.

Daily Time Sheet (8 1/2" x 14", Form 548) - This form shows daily by name the hours worked, the account or contract to be charged and any remarks. It is used by office personnel and is necessary for the preparation of the Bi-Weekly Time Report. This form is considered non-record material. (Art. 41, Sec. 155, Annotated Code of 1951).

Individual's Daily Time Sheet (8 1/2" x 11") - This is a columnar form arranged to show the hours worked during each day of the bi-weekly pay period. Space for one year's entries is provided. One sheet is required for each employee. This is a recapitulation of the Daily Time Sheet and is used for reference purposes only. It is non-record within the meaning of the law. (Art. 41, Sec. 155, Annotated Code of 1951).

RECOMMENDATION: RETAIN THE BI-WEEKLY TIME REPORTS FOR THREE YEARS AND THEN DESTROY.
ED BY
BOARD OF PUBLIC WORKS

Date.. MAY 17 1955.

Approved Hall of
Records Commission

REQUEST FOR RECORDS RETENTION SCHEDULE
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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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13. LEAVE CARD

Form No.: SEC-128
Size: 5" x 8"
Dates: January, 1953 - -
File Arrangement: Alphabetical
Annual Accumulation: 1 linear foot

This is a state-wide form used since January, 1953. It shows month and date, the number of days and type of leave taken by the individual during the year and leave unused and carried forward.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY

Approved Hall of
Records Commission

14. INVENTORY OF EXTRA PROPERTY

Size: 8 1/2" x 11"
Quantity: 1 cubic foot
Dates: 1952 - -
File Arrangement: Geographical
Annual Accumulation: 1 cubic foot

Property in excess of Right of Way needs is inventoried and sold by the Commission. The inventory of Extra Property shows the date the property was acquired, location in Secretary's file, from whom acquired, file numbers of property in Right of Way Division, location of property, approximate metes and bounds of property, plat number, area, frontage, depth, shape, improvements, and general remarks. One copy of this inventory is filed with the Commission Secretary, another with the District Engineer, who reports on the advisability of selling the land, and a third copy remains in the Right of Way Division. The recommendation below applies only to the copy retained by the Right of Way Division.

RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER SALE OF PROPERTY AND THEN DESTROY.

Approved Hall of
Records Commission

15. EXHIBITS FOR CONDEMNATION CASES

Quantity: included with Item 7
Dates: 1947 - -
File Arrangement: County and case number therein
Disposable Amount: 3 cubic feet (estimate)

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The records in this file are copies of documents used in testimony in condemnation cases. These include copies of maps, plats, plans, cross-sections, drainage areas, etc. After the case has been heard and a final decision made, there is very little reference to this material.

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Secretary

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6. Recommendation of Hall of Records and Board of Public Works.

16. CALCULATION FILE

Quantity: 56 drawers (112 cubic feet), includes Item 17
Dates: 1929 - -
File Arrangement: County and Contract Number
Annual Accumulation: 8 cubic feet
Disposable Amount: 65 cubic feet (estimate)

Records of this item include:

Description of Property
Plats
Blueprints
Correspondence

These records are necessary to the Commission for purchasing property along the highway right of way. The data from which the plats and descriptions are prepared is retained permanently. (See Item 17).

RECOMMENDATION: RETAIN FOR SEVEN YEARS AND THEN DESTROY

17. SURVEY BOOK - CALCULATION SHEET

Quantity: included in Item 16
Dates: 1929 - -
Size: 5 1/2" x 8 1/4" - Survey Report
14" x 15" - Computation Sheet
File Arrangement: included in Item 16
Annual Accumulation: included in Item 16

These two documents are basic to all land acquisitions of the State Roads Commission. The Survey Book contains the surveyor's notes made in the field. The Calculation Sheet contains the computations made from the book. These computations are necessary for the establishment of property lines. These two items are used in preparation of all Commission Right-of-Way tracings and plats, for condemnation proceedings, sale of excess land as well as several other purposes.

RECOMMENDATION: RETAIN PERMANENTLY.

APPROVED BY
BOARD OF PUBLIC WORKS
Date MAY 17 1955

[Signature]
Secretary

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